



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

**Associate Budget Analyst Monthly Salary: \$4,400-\$5,348 or**

**Research Analyst II (G) Monthly Salary: \$4,619 - \$5,616 or**

**Research Program Specialist I Monthly Salary \$4,833-\$5,874**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-XXXX-XXX**

**Refer to Job ID# J09-013**

**Final Filing Date: October 27, 2009**

*The Managed Risk Medical Insurance Board (MRMIB) is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June, 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on the Job Opportunity bulletin.*

### **General Statement of Duties:**

This is the super journey level class working in a budget unit performing complex Budget forecasting and Budget preparation. Under general direction, the employee performs a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in support of MRMIB's local assistance fiscal forecasting and Budgeting function (including State Operations); he/she provides expert consultative advice to various governmental entities and agencies, including the Department of Finance and the Legislature concerning fiscal estimates-methodology and the State Operations Budget. Independently develops and employs research methodology and techniques; and assists in the design and implementation of budget related research projects. Duties also encompass technical budgeting in preparation of MRMIB's portion of the annual Governor's Budget and the annual May Revision.

In addition, the incumbent is frequently called upon to assist in research and to formulate cost estimates for a significant number of alternative proposals to achieve universal health insurance coverage in California (i.e., the Governor's Healthcare Reform (HCR) proposal and various Legislative alternatives).

Independently develops and utilizes research methodology in identifying all tasks and issues related to the development and implementation of MRMIB's fiscal forecasts and the resulting budget requirements for MRMIB's programs. This includes designing complex enrollment trend analysis models and developing health care rate budgeting standards and other cost drivers. Presents detailed reports of findings, in writing and verbally to management and writes the Preliminary and Final Budget Assumptions for the November and May Revision budget estimates. Provides expert advice to the Administration, healthcare advocates, local governments, the Legislature and MRMIB management on the development and implementation of fiscal forecasts and the resulting budget requirements for MRMIB related programs.

Coordinates with other State departmental fiscal forecasting, research and budget functions on related program issues affecting program assumptions, forecasting and public testimony.

Researches other states' programs and trends and develops detailed, complex comparative analyses on various aspects of the other states' programs.

Analyzes proposed, pending, and enrolled legislation to determine the funding impact on programs within MRMIB. Responds to inquiries from staff at the Department of Finance and LAO concerning the Budget Bill and other legislation.

Attends Board meetings and makes technical research presentations to the Board.

### **Essential Qualifications:**

- Has advanced knowledge and proficiency in MS Excel.
- Keeps abreast of forecasting methods in other states and in current economic and financial literature that may impact the health care in California.
- Demonstrates the ability to function independently and as part of a fiscal team, work on multiple assignments and meet critical deadlines.
- Establishes and maintains liaison with the other state agencies including the Department of Finance on their economic forecasts.

### **Other Expectations**

- Demonstrates a commitment to performing duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Effectively communicates orally and in writing with management, co-workers and the public.
- Ability to multi-task and meet deadlines.
- Ability to use a variety of Microsoft applications.

### **Who May Apply:**

Individuals at the Associate Budget Analyst, Research Analyst II (G) or Research Program Specialist I level or who have list or reinstatement eligibility to these classifications may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.spb.ca.gov](http://www.spb.ca.gov)). In Section 12 of the application enter **Job ID# J09-013 and Position # 443-300-XXXX-XXX and the basis for appointment eligibility.** Send to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: October 27, 2009.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.